



# CITY OF HOUSTON

## Job Posting

|                               |   |                             |  |
|-------------------------------|---|-----------------------------|--|
| 1                             | cd  | Applications accepted from: | ALL PERSONS INTERESTED                   |
| 2                             |   | Job Classification          | PROJECT TECHNICIAN III                   |
| 3                             |   | Posting Number              | PN# 109992                               |
| 4                             |   | Department                  | Department of Public Works & Engineering |
| 5                             |   | Division                    | Engineering & Construction Division      |
| 6                             |   | Section                     | Administrative Support Services Branch   |
| 7                             |   | Reporting Location          | 611 Walker *                             |
| 8                             |   | Workdays & Hours            | M - F, 7 a.m. - 4 p.m.*                  |
|                               |   |                             |  |
| 9                             | <b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b><br>Oversees the coordination, general administrative, drafting and technical support activities to develop, prepare and implement specifications and plans for various equipment projects and systems. Directs personnel in drafting, designing and plotting activities. Develops and draws plans and profiles. Conducts plan reviews. Performs field checks. Coordinates and monitors equipment and system repairs. Handles inquiries from general public and staff personnel. Coordinates implementation of contracts, projects, and plans. Serves as liaison to departments and agencies. Performs other duties as assigned. |                             |  |
| 10                            | <b><u>WORKING CONDITIONS</u></b><br>The position occasionally requires stooping or bending. Occasional very light lifting, up to 20 pounds may be required. Fieldwork in the nature of survey investigations, extreme temperatures, weather conditions, and natural elements. The individual has some discretion about walking, standing, etc.  |                             |  |
| 11                            | <b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b><br>Requires an Associate's degree in Engineering, Drafting, Designing or a closely related field.  |                             |  |
| 12                            | <b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b><br>Four (4) years of related experience, such as engineering, drafting and/or designing are required. Directly related professional experience may be substituted for the education requirement on a year-for year basis.   |                             |  |
| 13                            | <b><u>MINIMUM LICENSE REQUIREMENTS</u></b><br>Valid Texas Driver=s License and compliance with the City of Houston policy on driving (AP 2-2).  |                             |  |
| 14                            | <b><u>PREFERENCES</u></b><br>Preference will be given to applicants with experience in survey calculation, electronic data collection and CAD using AUTOCAD. Ability to communicate effectively both orally and in writing.   |                             |  |
| 15                            | <b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None<br>However, the Department may administer a skills assessment evaluation.  |                             |  |
| 16                            | <b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.   |                             |  |
| 17                            | <b><u>SALARY INFORMATION</u></b><br>Factors used in determining the salary offered include the candidate=s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:<br><br><div>Salary Range - Pay Grade 17<br/>\$1,201 - \$1,560 Bi-weekly      \$31,226 - \$40,560 Annually</div>  |                             |  |
| 18                            | <b><u>OPENING DATE</u></b>  | April 19, 2006              |  |
| 19                            | <b><u>CLOSING DATE</u></b>  | April 25, 2006              |  |
| 20                            | <b><u>APPLICATION PROCEDURES</u></b><br>Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. <b>Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0951. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided</b>   |                             |  |
| An equal opportunity employer |   |                             |  |